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ABSTRACT

This forty-page annotated bibliography includes specific information on career planning programs for women employees (or activities of such programs). Program listings appear alphabetically by community and junior college and alphabetically by employer. An index by state is also provided. Listings include name of college or employer, contact person, address, unit offering the program or activities (e.g., personnel division), type of programs or activities offered (e.g., assertiveness training workshops, counseling), program goals and objectives, and planning methods (e.g., post-workshop critiques and evaluations). (The bibliography is one of a series of four publications for the project "Career Planning Programs for Women Employees." The other three publications are a review of the literature [CE 021 475]; the results of a national survey [CE 021 476]; and a prototype program [CE 021 478].) (CT)

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Research and Development Series No. 136

CAREER PLANNING PROGRAMS FOR WOMEN EMPLOYEES: Annotated Bibliography

Patricia Worthy Winkfield

Cheryl Meredith Lowry

Louise Vetter, Project Director

The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1977

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 021 477

THE CENTER MISSION STATEMENT

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

This publication was prepared pursuant to a grant (No. G007604056) from the Bureau of Occupational and Adult Education, U.S. Department of Health, Education, and Welfare. Grant recipients undertaking such projects under government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official U.S. Office of Education position or policy.

Foreword

The Center is currently engaged in a number of activities designed to aid in achieving sex fairness in education and in career development. Adult women are in need of programs that can help them plan, prepare for, and progress through their careers. This annotated bibliography is one of a series of four publications for the project *Career Planning Programs for Women Employees.* The other three publications provide a review of the literature, the results of a national survey, and a prototype program.

We would like to acknowledge the sponsor of the project, the Bureau of Occupational and Adult Education of the U.S. Office of Education. Special thanks are due the people from the community and junior colleges, universities, and business and industry who provided the information for the annotated bibliography, and the authors, Patricia Worthy Winkfield, Cheryl Meredith Lowry, and Louise Vetter, Project Director.

Robert E. Taylor
Director
The Center for Vocational Education

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CAREER PLANNING PROGRAMS

FOR WOMEN EMPLOYEES:

Annotated Bibliography

Introduction

This annotated bibliography of career planning programs was prepared as a part of the project entitled "Career Planning Programs for Women Employees" conducted by The Center for Vocational Education and sponsored by the Bureau of Occupational and Adult Education (BOAE). The project was designed to determine what career planning programs for employed women currently exist in business, industry, and community and junior colleges. Two separate survey instruments were used to obtain this information.

The institutional survey instrument was mailed to a total of 1,197 public institutional members of the American Association of Community and Junior Colleges. The employer survey instrument was mailed to 450 companies on the *Fortune* 500 listing published in 1976. In addition, 152 higher education institutions with a student population of more than 15,000 received the employer survey instrument. A total of 164 employers and 367 institutions responded, for a response rate of 27 percent and 31 percent, respectively. (Results of the surveys are reported in another document, *Career Planning Programs for Women: National Survey.*)

In addition to responding to specific questions, the respondents were asked to provide additional information about their programs if they wished to be listed in the annotated bibliography of programs. A total of 71 respondents provided such information.

This annotated bibliography includes specific information on career planning programs for women employees (or activities of such programs) in operation at the time of the survey. The information was compiled through a review of the survey instruments returned and any literature provided by the respondents.

It is hoped that this annotated bibliography will help inform persons working with adult women in business and industry and in educational institutions of the programs and activities provided across the country to enhance the careers of women employees. Perhaps the document will be most useful as a source for greater communication/cooperation between directors of existing programs and those interested in providing similar activities or redesigning a program that is already in existence.

Program listings appear alphabetically by community and junior college (educational institution survey respondents) and alphabetically by employer. An index by state is provided for readers who are interested in programs in a specific area of the country.

Employer Programs

ARIZONA STATE UNIVERSITY

Contact Person

Joyce M. Foster
Assistant Academic Vice President

Address

Arizona State University
Tempe, Arizona 85281

Unit Offering Program or Activities

"Women in Management Series" conducted through The Center for Executive Development, Dr. Suzanne Cook, management professor

Arizona Women's Commission and Arizona State University

Individual departments

Types of Programs or Activities Offered

Workshops on assertiveness training
Career design
AWARE programs
Student Women's Affairs board programs, etc.
"Women in Management" series
All-day women's programs
Time management
Leadership training
Management and motivation
Decision making and information processing
Workshops (departmentally sponsored or cosponsored)

Sex of Participants

Female

Program Goals and Objectives

To help bring people together as a first step toward a coordinated effort in recommending new and effective approaches for improving the status of women

INTERNATIONAL TELEPHONE & TELEGRAPH

Contact Person

Robert D Dryan

Address

International Telephone & Telegraph
320 Park Avenue
New York, New York 10022

Types of Programs or Activities Offered

Counseling (personal, individual, career planning)

IOWA BEEF PROCESSORS

Contact Person

Judy Mullens
Personnel Division

Address

Personnel Division
Iowa Beef Processors
Dakota City, Nebraska 68731

Unit Offering Program or Activities

Personnel Division

Types of Programs or Activities Offered

Counseling (individual, personal, career planning/development)

KELLOGG COMPANY

Contact Person

Dave Walbridge
Manager, Salaried Personnel

Address

Salaried Personnel
Kellogg Company
235 Porter Street
Battle Creek, Michigan 49016

Types of Programs or Activities Offered

Counseling (individual, career planning)

SAN DIEGO STATE UNIVERSITY

Contact Person

Mary Lou Walden-Beach
Assistant Director, Personnel

Address

Personnel
San Diego State University
San Diego, California 92182

Unit Offering Program or Activities

Employee Training and Development

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Time management activities
Activities related to multiple roles
Role-playing
Counseling (personal, individual, and group)
Occupational career planning

THE UNIVERSITY OF OKLAHOMA

Address

Personnel Services
The University of Oklahoma
905 Asp Avenue
Norman, Oklahoma 73019

Unit Offering Program or Activities

Personnel Services

Types of Programs or Activities Offered

Management training activities

UNIVERSITY OF OREGON

Contact Person

Dorothy L. Goode
Staff Development/Benefits Officer
Personnel Department

Address

Personnel Department
University of Oregon
463 Oregon Hall
Eugene, Oregon 97403

Unit Offering Program or Activities

Personnel Department
Lifelong Learning
Career Planning and Placement

Types of Programs or Activities Offered

Career development workshop
Counseling (personal, individual, occupational, career planning)
Career information system
Career planning and placement service
Lifelong learning office
Testing (interest and aptitude)

Length of Time Program in Operation

Workshops have been held since 1976

Program Goals and Objectives

To provide job-oriented education and development to classified employees

To assist in fulfilling the University of Oregon Affirmative Action Program objective of full utilization of human resources without regard to race, sex, handicap, age, religion, national origin, veteran status, marital or parental status

Planning Methods

Post-workshop critiques and participant evaluations used for planning the following year's workshop

THE UPJOHN COMPANY

Contact Person

Henry Dahl
Manager
Employee Development and Planning

Address

Employee Development and Planning
The Upjohn Company
Kalamazoo, Michigan 49001

Unit Offering Program or Activities

Employee Development and Planning

Types of Programs or Activities Offered

Counseling (occupational, personal, individual, career planning)
Career planning seminars
Management training activities
Assessment center

Sex of Participants

Male and female

WESTMORELAND COAL COMPANY

Contact Person

H. E. Thompson, Jr.
Personnel Manager

Address

Personnel
Westmoreland Coal Company
2500 Fidelity Building
Philadelphia, Pennsylvania 19109

Types of Programs or Activities Offered

Counseling (individual, group, personal, career planning/development)

Community and Junior College Programs

ARAPAHOE COMMUNITY COLLEGE

Address

Women's Resource Center
Arapahoe Community College
5900 South Santa Fe Drive
Littleton, Colorado 80120

Unit Offering Program or Activities

Women's Resource Center

Types of Programs or Activities Offered

Resume-writing workshops
Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management
Role-playing
Management training activities
Counseling (individual, group, personal, career planning, occupational)
Sex role stereotyping
Women and depression
Support roles/groups
Support/referral network

Sex of Participants

Female

Program Goals and Objectives

To provide opportunities/ alternatives for women

AREA VOCATIONAL, TECHNICAL, AND ADULT EDUCATION DISTRICT ONE

Contact Person

Lorraine Kearney
Affirmative Action Officer

Address

Area Vocational, Technical, and Adult Education, District One
620 West Clairemont Avenue
Eau Claire, Wisconsin 54701

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Role-playing
Counseling (individual, career planning/ development, occupational)
Management training activities

BREVARD COMMUNITY COLLEGE

Contact Person

Muriel Kay Elledge
Director, Continuing Education for Women

Address

Continuing Education
Brevard Community College
1519 Clearlake Road
Cocoa, Florida 32922

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management
Resume-writing activities
Role-playing
Management training activities
Workshops on various topics
Counseling (occupational, personal, individual, group, career planning/ development)

CAMARILLO CENTER

Contact Person

Judy Myers
Coordinator
Women's Reentry Program

Address

Women's Reentry Program
Camarillo Center
710 Arneill Road
Camarillo, California 93010

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (individual, group, personal, occupational, career planning/development)
Programs for reentry women

Sex of Participants

Female

CENTRAL WYOMING COLLEGE

Address

Central Wyoming College
Riverton, Wyoming 82501

Unit Offering Program or Activities

Community Services

Types of Programs or Activities Offered

Resume-writing workshops
Career planning seminars
Self-assertiveness training
Multiple role activities
Time management activities
Management training activities
Role-playing
Counseling (occupational, personal, individual, group, career planning)

CENTRALIA COLLEGE AND OLYMPIA TECHNICAL COMMUNITY COLLEGE

Contact Person

Pat Kennedy
Coordinator, Continuing Education and Women's Studies Program

Address

Continuing Education Office
Centralia College and Olympia
Technical Community College
P. O. Box 639
Centralia, Washington 98531

Unit Offering Program or Activities

Women's Studies Program

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Time management
Resume-writing workshops
Role-playing
Counseling (occupational, personal, individual, group, career planning/development)
Alternatives for women
Women in management
Special workshops: Life/career planning, female psychology, assertiveness training

Program Effectiveness

Fall 1976 was the first attempt at a women's program in this district. More offerings have been filled each quarter since then.

CLACKAMAS COMMUNITY COLLEGE

Contact Person

Mr. Bloomquist
Coordinator
Job Skill Improvement Program

Pam Lewis
Assistant
Community Services

Address

Community Services
Clackamas Community College
19600 South Molalla Avenue
Oregon City, Oregon 97045

Unit Offering Program or Activities

Community Services

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Role-playing of job interview sessions
Management training activities
Counseling (occupational, personal, individual, group, career planning/development)
Job Skill Improvement Center: Cooperative work experience
Courses for women: Focus on Women, How to Pull Your Own Strings, Assertiveness Training for Women, Open Doors for Women

Sex of Participants

Focus on Women—female
Job Skill Improvement Center—male and female

Program Goals and Objectives

To help women explore their lives, expand their horizons, and establish new career goals

Planning Methods

Focus on Women planning committee

CLEVELAND COUNTY TECHNICAL INSTITUTE

Contact Person

Dan T. Camp
Dean, Continuing Education

Address

Continuing Education
Cleveland County Technical Institute
137 South Post Road
Shelby, North Carolina 28150

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Self-assertiveness activities
Activities for management personnel
Time management
Resume-writing workshops
Role-playing
Management training
Career planning seminars
Activities relating to multiple roles
Counseling (personal, individual, group, career planning/development)

COLLEGE OF MARIN

Contact Person

Janet Epp
Women's Center

Address

Women's Center
College of Marin
Kentfield, Pennsylvania 94904

Types of Programs or Activities Offered

Career planning seminars
Resume-writing workshops
Role-playing
Conferences
Self-assertiveness training
Activities relating to multiple roles
Workshops
Videotapes

COLUMBIA JUNIOR COLLEGE

Contact Person

Barbara C. Painter
Jean Peterson
Coordinator, Women's Programs and Services

Address

Women's Programs and Services
Columbia Junior College
P. O. Box 1849
Columbia, California 95310

Unit Offering Program or Activities

Women's Programs and Services

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Management training
Reentry programs
Peer counseling
Counseling (personal, individual, group, career planning, occupational)
Women's readiness program

Number of Persons Presently Involved

Two hundred participants during 1976/77

COLUMBUS TECHNICAL INSTITUTE

Contact Person

Carol A. Fought
Director
Division of Continuing Education

Address

Division of Continuing Education
Columbus Technical Institute
Box 1609
550 East Spring Street
Columbus, Ohio 43216

Unit Offering Program or Activities

Division of Continuing Education

Types of Programs or Activities Offered

Career games
Career planning seminars
Self-assertiveness training
Activities related to multiple roles
Activities related to time management, planning
Resume-writing workshops
Role-playing job interview sessions
Management training activities
Counseling and resource center for women
Counseling (occupational, personal, individual, group, career planning/development)
Campus "career days"
Internships "day on the job"
Career options workshop for women (cosponsored with Capital University)

Length of Time Program in Operation

The Counseling and Resource Center for Women was started in 1972.

Number of Persons Presently Involved

Fifty to one hundred participants per quarter (approximately 350 per year)

Sex of Participants

Female

Program Effectiveness

Program participants complete questionnaires at the end of each workshop/course, etc. Participants are asked to evaluate the aspects of the course or program that is believed to be the most and least beneficial, and ways in which they can be improved. The overall response to The Center has been quite positive. The women's requests for more services and programs resulted in plans to increase services by 25 percent during 1975-1976.

Program Goals and Objectives

The goals of The Counseling and Resource Center for Women are: personal growth, entry or reentry into educational institutions or the job market, career decision-making, and special emphasis on nontraditional careers for women. The major goal of The Center is to help women of the greater Columbus area to explore a variety of educational and other career-related opportunities.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Address

Community College of Allegheny County
1130 Perry Highway
Pittsburgh, Pennsylvania 15237

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relative to multiple roles
Workshops
Role-playing
Management training
Courses on women and law
Courses for divorced women on adjustment and careers
Reentry women
Educational opportunities for women
Retirement planning
Counseling (personal, occupational, individual, group, career planning)

COMMUNITY COLLEGE OF DENVER-NORTH CAMPUS

Address

Community Services, Women's Center
Community College of Denver-North Campus
3645 West 112th
Westminster, Colorado 80030

Unit Offering Program or Activities

Community Services
Women's Center

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel

Activities related to multiple roles
Time management activities
Role-playing
Workshops
Counseling (occupational, personal, individual, group, career planning)

COMMUNITY COLLEGE OF DENVER—RED ROCKS CAMPUS

Address

Women's Center
Community College of Denver—
Red Rocks Campus
12600 West Sixth Avenue
Golden, Colorado 80401

Unit Offering Program or Activities

Women's Center

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Resume-writing workshops
Role-playing
Counseling (personal, individual, group, occupational, career development)
Career exploration for women in nontraditional jobs
Women's Center
Job search/interviewing
Life planning workshop
Communication skills development
Vocational testing

Sex of Participants

Female

COMMUNITY COLLEGE OF THE FINGER LAKES

Contact Person

Allan H. Thorpe
Associate dean for Continuing Education
Continuing Education

Jeanne Crane
Director, Special Programs

Address

Continuing Education Office
Community College of the Finger Lakes
Canandaigua, New York 14424

Unit Offering Program or Activities

Continuing Education Office
Special Programs

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities related to multiple roles
Time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, career planning/development)
Special Programs Area: Women's orientation, Life planning workshop, Basic creative self-image for women, Assertiveness training

Sex of Participants

Male and female

Program Goals and Objectives

To provide life-long learning experiences, courses for job skill enrichment, workshops for specific goal attainment, and use of nontraditional educational patterns to meet individual and societal needs.

CORNING COMMUNITY COLLEGE

Contact Person

Nancy B. Lanning
Associate Director
Continuing Education and
Community Services

Address

Continuing Education and
Community Services
Corning Community College
Corning, New York 14830

Unit Offering Program or Activities

Continuing Education and
Community Services

Types of Programs or Activities Offered

Adult vocational counseling center
Career planning seminars
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Counseling (personal, individual, group, career planning, occupational)

DELAWARE COUNTY COMMUNITY COLLEGE

Contact Person

Tom Lugg
Director of Career Resources

Lauren K. Anderson
Career Counselor

Address

Career Resource Center/
Continuing Education Program
Delaware County Community College
Media, Pennsylvania 19063

Unit Offering Program or Activities

Career Resource Center
Continuing Education Program

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management personnel
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, group, career planning/ development)

Length of Time Program in Operation

The Career Resource Center was established in 1972.

EAST LOS ANGELES COLLEGE

Contact Person

Phyllis Stone
Assistant dean of instruction
Occupational Education

Address

Occupational Education
East Los Angeles College
Los Angeles, California 90053

Types of Programs or Activities Offered

Activities for management personnel
Activities relating to multiple roles
Counseling (occupational, personal, individual, group, career planning/ development)

EASTFIELD COMMUNITY COLLEGE

Contact Person

Kathleen Kurtz
Director
Community Service Department

Address

Human Resource Development Center/
Community Service Department
Eastfield Community College
3737 Motley Drive
Mesquite, Texas 75150

Unit Offering Program or Activities

Human Resources Development Center
Community Service Department: In-house training and regular on-campus programs that serve the continuing education requirements of area companies and industries for all levels of employees

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Resume-writing workshops
Management training
Counseling (occupational, personal, group, career planning/development)
Women in management
Courses: "Women Getting Into the World of Work," "So You Want to Change Careers"

Program Goals and Objectives

To provide continuing education opportunities for individuals who want to upgrade their present skills or learn new skills and to enable them to explore new occupational fields

EL CENTRO COLLEGE

Contact Person

Pat Turner
Associate director
Community Service

Address

Community Service
El Centro College
Main and Lamar Streets
Dallas, Texas 75202

Unit Offering Program or Activities

Community Service

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Activities for management personnel
Time management workshop
Resume-writing workshops
Management training activities
Community development programs: "New Directions for Women"
Human Education Center
Student Self-Assessment Program
Career Center: Career folders, filmstrips, tapes, magazines and employment information, career kits and games

Sex of Participants

Male and female

Program Goals and Objectives

To provide continuing education opportunities for persons desiring to upgrade their present skills or learn new skills, enabling them to explore new occupational fields

EL PASO COMMUNITY COLLEGE

Contact Person

Marilyn Kastel
Counselor

Address

El Paso Community College
2200 Bott Street
Colorado Springs, Colorado 80904

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Counseling (occupational, personal individual, group, career planning/development)
Reentry women group
Human potential seminar
Career planning workshop

GATEWAY TECHNICAL INSTITUTE

Contact Person

Ann Timm
Director, Women's Bureau

Address

Women's Bureau
Gateway Technical Institute
1001 South Main Street
Racine, Wisconsin 53403

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management
Activities relating to various roles
Time management
Resume-writing workshops
Role-playing
Workshops
Counseling (occupational, individual, group, career planning/development)
Self-discovery workshop

Number of Persons Involved During Life of Program

One thousand counseled individually
Five thousand participants of workshops or programs

Sex of Participants

Female

HARRISBURG AREA COMMUNITY COLLEGE

Contact Person

Hazel J. Brown
Dean, Continuing and Community Education

Address

Continuing and Community Education
Harrisburg Area Community College
3300 Common Street Road
Harrisburg, Pennsylvania 17110

Unit Offering Program or Activities

Continuing and Community Education

Types of Programs or Activities Offered

Career planning seminars
Activities for management personnel
Activities relating to multiple roles
Resume-writing workshops
Role-playing
Counseling (occupational, individual, career planning/development)

Program Goals and Objectives

To provide career information and counseling for adults in the community

HAWKEYE INSTITUTE OF TECHNOLOGY

Contact Person

George Bennett
Director
Adult and Continuing Education

Address

Adult and Continuing Education
Hawkeye Institute of Technology
Box 8015
Waterloo, Iowa 50701

Types of Programs or Activities Offered

Career planning seminars
Activities for management personnel
Self-assertiveness training
Time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, individual, group, career planning/development)

Sex of Participants

Management programs—female
Others—male and female

HENRY FORD COMMUNITY COLLEGE

Address

Women's Program
Henry Ford Community College
Dearborn, Michigan 48128

Unit Offering Program or Activities

Women's Program: "Focus on Women"

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management activities
Resume-writing workshops
Role-playing
Counseling (occupational, personal, individual, group, career planning/development)
Occupational exploration workshop

HIGHLAND COMMUNITY COLLEGE

Contact Person

Robert F. Baker
Dean
Community Services

Address

Community Services
Highland Community College
Pearl City Road
Freeport, Illinois 61032

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Counseling (individual personal, career planning/development)

HIGHLINE COMMUNITY COLLEGE

Contact Person

Betty Colasurdo
Coordinator
Women's Programs

Address

Women's Programs
Highline Community College
Midway, Washington 98031

Unit Offering Program or Activities

Women's programs

Types of Programs or Activities Offered

"Opening Your Own Business" workshops
Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management activities
Resume-writing workshops
Role-playing
Counseling (occupational, personal, group, career planning/development)
Workshops: Job search, moving up on the job, career exploration, responsibilities of employment

Sex of Participants

Female

HINDS JUNIOR COLLEGE

Contact Person

Robert L. Mullins
Charles Walker
Hilton Dyar
Albert Hossley

Address

Hinds Junior College
Raymond, Mississippi 39154

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management activities
Workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, group, career planning/development)

LAKE MICHIGAN COLLEGE

Address

The Women's Center
Office of Community Service
Lake Michigan College
Benton Harbor, Michigan 49022

Unit Offering Program or Activities

The Women's Center
Office of Community Service

Types of Programs or Activities Offered

Career workshops for women
Career planning seminars
Self-assertiveness training
Workshops on resume-writing
Activities relating to multiple roles
Counseling (occupational, personal, individual, group)

LANSING COMMUNITY COLLEGE

Contact Person

Ruth Ann Ziegler
Coordinator
Women's Resource Center

Address

Women's Resource Center
Room 208
S.P.S. Building
Lansing Community College
430 North Capitol Avenue
Lansing, Michigan 48910

Reach Out Program
Women's Resource Center
Lansing Community College
419 North Capitol Avenue
P. O. Box 40010
Lansing, Michigan 48910

Unit Offering Program or Activities

Women's Resource Center

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing of job interview sessions
Management training activities
Workshops
Consultant work with middle and high schools concerning career development for women
Counseling (personal, individual, group, occupational, career planning/development)
Female career exploration
Reach Out Program
Areas of major emphasis: A "drop-in" center where students can come and find someone with whom they can talk regarding their concerns;
Material resources and referral center;
Speaker's bureau to help make people aware of opportunities available through the Women's Resource Center.

Program Goals and Objectives

To provide and develop campus-wide programs
To provide and develop support systems
To develop community outreach
To provide financial aid
To develop planning and evaluation systems
To develop a comprehensive career development program through the Women's Resource Center involving community college students and local high school and middle school students

Planning Methods

Advisory council composed of women and men who serve as community liaisons

LIMA TECHNICAL COLLEGE/ THE OHIO STATE UNIVERSITY— LIMA CAMPUS

Contact Person

David A. Greer
Assistant director
Community Education Services

Address

Community Education Services
Lima Technical College/The Ohio State University—Lima Campus
4300 Campus Drive
Lima, Ohio 45804

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training

Activities relating to multiple roles
Time management activities
Resume-writing workshops
Role-playing
Counseling (individual, group, career planning/development)

MACOMBE COUNTY COMMUNITY COLLEGE

Contact Person

Nancy Dirfour

Address

Women's Resource Center
Macombe County Community College
14500 Twelve Mile Road
Warren, Michigan 48093

Unit Offering Program or Activities

Women's Resource Center

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Role-playing
Activities relating to multiple roles
Time management activities
Resume-writing workshops
Counseling (occupational, personal, individual, group, career planning/development)
Mid-life career change program
Self-defeating behavior workshop

Number of Persons Presently Involved

Career exploration workshop—175 per year
Creative job preparation—25 per year

MIAMI UNIVERSITY—MIDDLETOWN CAMPUS

Contact Person

Clare A. Easton
Coordinator, Continuing Education

Address

Continuing Education
Miami University—Middletown Campus
4200 East University Boulevard
Middletown, Ohio 45042

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management activities
Role-playing
Management training activities
Workshops
Counseling (occupational, personal, individual, group, career planning/development)
Career awareness seminar for high school women
Babysitting was provided but terminated (offered by private concern near by)

Length of Time Program in Operation

10 years

Number of Persons Presently Involved

Average of 200 per year

Number of Persons Involved During Life of Program

20,000 participants

Sex of Participants

Female

MIDDLESEX COUNTY COLLEGE

Contact Person

Bonnie Dimuni

Address

Women's Career Information Center
West Hall
Middlesex County College
Edison, New Jersey 08817

Unit Offering Program or Activities

Women's Career Information Center

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management
Activities relating to multiple roles
Time management activities
Workshops
Management training activities
Counseling (personal, individual, group, occupational, career planning)

MODESTO JUNIOR COLLEGE

Contact Person

Carl Hoffman, Jr.
Dean, Continuing Education

Address

Continuing Community Education
Modesto Junior College
Modesto, California 95352

Unit Offering Program or Activities

Continuing Community Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities related to multiple roles
Time management
Resume-writing workshops
Seminars
Women's day
Counseling (occupational, personal, individual, group, career planning/development)
Courses: Psychology for women, Personal and social adjustment, Sociology of the family, Educational career and avocational planning, Career awareness, Self-awareness, Personal awareness, Vocational planning, Personal adjustment, Career Discovery Center, Inquiry into self and values

Sex of Participants

Male and female

MOHAWK VALLEY COMMUNITY COLLEGE

Contact Person

Carol D. Young
Director, Programs for Women

Address

Programs for Women
Mohawk Valley Community College
1101 Sherman Drive
Utica, New York 13502

Unit Offering Program or Activities

Programs for Women

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Time management activities
Resume-writing workshops
Role-playing
Management training activities
Career exploration
Counseling (occupational, personal, individual, group, career planning/development)

Number of Persons Presently Involved

Management Seminar for Women—35 participants
Career Exploration for Women—3 sections, 15 participants each

Sex of Participants

Female

MUSKINGUM AREA TECHNICAL COLLEGE

Contact Person

K. Holmes
Coordinator
Adult and Continuing Education

Address

Adult and Continuing Education
Muskingum Area Technical College
1555 Newark Road
Zanesville, Ohio 43701

Types of Programs or Activities Offered

Activities for management personnel
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, career planning/development)

NORMANDALE COMMUNITY COLLEGE

Contact Person

Margie Woodhouse
Coordinator, Women's Programs

Address

Women's Programs Office
Normandale Community College
Bloomington, Minnesota 55431

Unit Offering Program or Activities

Women's Programs Office

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness
Time management
Workshops
Counseling (individual, career planning/development

NORTH HARRIS COUNTY COLLEGE

Contact Person

Larry Phillips
Associate Dean
Continuing Education

Gladys Shute
Coordinator
Community Services

Address

Continuing Education Division
North Harris County College
2700 W. W. Thorne Drive
Houston, Texas 77073

Unit Offering Program or Activities

Continuing Education Division

Types of Programs or Activities Offered

Self-assertiveness training for women
Career planning seminars
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (group, career planning/ development)
Special day program: "A Kaleidoscope of Films for Women"
Film day for women
Reading materials for women
Transactional analysis
Women in management
Career reentry and planning for women
Serving business and industry
Workshops, classes, and occupational training
Human development seminar
Supervisory skills and techniques

Sex of Participants

Continuing Education—male and female
Women's Programs—female

Planning Methods

Women's Advisory Committee for Continuing Education

THE OHIO STATE UNIVERSITY—MANSFIELD CAMPUS

Contact Person

Lin Hunter
Summer Intern
Women's Courses/Program

Address

Office of Continuing Education
The Ohio State University—
Mansfield Campus
1680 University Drive
Mansfield, Ohio 44906

Unit Offering Program or Activities

Office of Continuing Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Resume-writing workshops
Role-playing
Counseling (individual, career planning/ development)
Career investigation program
Career planning/revision program for management personnel and para-professionals
Workshop on working
Life planning skills

Sex of Participants

Female

Planning Methods

Advisory Committee for Women's Programs

PAUL D. CAMP COMMUNITY COLLEGE

Address

Continuing Education
Paul D. Camp Community College
P. O. Box 737
Franklin, Virginia 23851

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Activities relating to time management, etc.

Resume-writing workshops
Role-playing
Management training activities
Workshops
Counseling (occupational, personal, individual, group, career planning/ development)
Women's career exploration module

PRESTONBURG COMMUNITY COLLEGE

Contact Person

James W. Ratcliff
Coordinator
Community Services

Address

Community Services
Prestonburg Community College
Prestonburg, Kentucky 41653

Unit Offering Program or Activities

Community Services

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, group, career planning/ development)
Courses:
- Women in management seminar
- Consciousness-raising
- Personal growth and awareness

RICHLAND COLLEGE

Contact Person

Vicky Bishop
Director, Everywoman Center

Address

Everywoman Center/Community Service
Richland College
1200 Abrams Road
Dallas, Texas 75243

Unit Offering Program or Activities

Women's Center
Community Service

Types of Programs or Activities Offered

Career planning serminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management activities
Role-playing
Resume-writing workshops
Management training
Counseling (occupational, personal, individual, group, career planning/ development)
Information clearinghouse on jobs
Workshops
Courses:
- "Female Sexuality"
- "How to Get Paid What You are Worth"
- "Job Finding"

ROCKLAND COMMUNITY COLLEGE (SUNY)

Contact Person

L. Martinez
Assistant Dean
Division of Continuing Education
and Community Service

Margaret Anderson
Director
Rockland County Guidance Center

Address

Division of Continuing Education
Rockland Community College (SUNY)
145 College Road
Suffern, New York 10901

Unit Offering Program or Activities

Division of Continuing Education

Types of Programs or Activities Offered

Time management activities
Role-playing
Resume-writing workshops
Career planning seminars
Self-assertiveness training
Activities concerning the various roles of women
Guidance
Counseling (personal, occupational, individual, group, career planning)

Sex of Participants

Male and female

SANTA BARBARA CITY COLLEGE

Address

Continuing Education Division
Santa Barbara City College
721 Cliff Drive
Santa Barbara, California 93109

Unit Offering Program or Activities

Continuing Education Division

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities related to time management
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, individual, group, career planning/development)
Courses offered:
"Rights of Women"
"Assertiveness Training"
"Career Counseling and the Future"
"Emerging in Management"
"Women in Politics"
Courses planned:
"Reentering the Job Market"
"Menopause"

Sex of Participants

Female

SCHOOLCRAFT COLLEGE

Contact Person

Jean Christensen
Women's Programs and Services

Address

Women's Resource Center
Community Services Center
Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152

Unit Offering Program or Activities

Women's Resource Center
Community Services Center

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management activities
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, group, career planning/ development)
Women's Resource Center (series of career courses)
Peer counseling for: decision-making, developing self-confidence, selecting a career, job hunting
Counseling staff offers a ten-week program for adults (men and women) interested in changing careers or furthering their education

Lenth of Time Program in Operation

Three years

Sex of Participants

College/Career Counseling for Adults—male and female

Program Goals and Objectives

To provide information, referrals, and counseling to persons of all ages concerning:

Clarifying life values
Identifying personal motivations
Setting goals
Building self-confidence

SEMINOLE COMMUNITY COLLEGE

Contact Person

June Gordon
Coordinator
Project 21st Century Woman

Address

Project 21st Century Woman
Seminole Community College
Sanford, Florida 32771

Unit Offering Program or Activities

Project 21st Century Woman

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management
Management training activities
Workshops
Counseling (occupational, personal, individual, group, career planning/ development)
Annual area seminar featuring national women's figure (e.g., Gloria Steinem)

Number of Persons Presently Involved

Five hundred women per year

Planning Methods

Women's Advisory Council

SINCLAIR COMMUNITY COLLEGE

Contact Person

Louise McCants
Dean

Becky Fisher
Director
Women's Programs

Address

Women's Programs
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402

Unit Offering Program or Activities

Women's Programs

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to time management
Role-playing
Management training activities
Workshops
Counseling (occupational, personal, individual, group, career planning/development)

Program Goals and Objectives

To direct women to the proper educational or training programs to satisfy their designated goals

To assist women to assess their skills to identify their strengths and needs

To assist women to set future goals and objectives clearly and concisely

SOUTHEAST COMMUNITY COLLEGE

Contact Person

Mary Bruning
Coordinator
General Adult Education Division

Jack Huck
Administrative Director

Address

Adult Education Division
Southeast Community College
2120 South Fifty-sixth Street
Lincoln, Nebraska 68506

Unit Offering Program or Activities

Adult Education Division

Types of Programs or Activities Offered

Management training activities
Resume-writing workshops
Career planning seminars
Counseling (personal, occupational, career planning, individual, group)
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management
Role-playing

SOUTHERN ARKANSAS UNIVERSITY—EL DORADO BRANCH

Contact Person

Kermit Parks
Director, Community Service

Address

Community Service
Southern Arkansas University—
El Dorado Branch
301 Summit Avenue
El Dorado, Arkansas 71730

Unit Offering Program or Activities

Community Service

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Management training activities
A nontraditional jobs seminar cosponsored with the Governor's Commission on the Status of Women
Counseling (occupational, career planning, personal, individual, group)

SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

Contact Person

Mari Ann Clarrie
Director
Continuing Education

Address

Continuing Education
Southside Virginia Community College
Route 1 and Route 46
Alberta, Virginia 23821

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management activities
Role-playing
Management training activities
Counseling (occupational, personal, individual, group, career planning/development)

STATE UNIVERSITY OF NEW YORK AGRICULTURAL & TECHNICAL COLLEGE

Contact Person

David L. O'Hara

Address

Office of Institutional Research
State University of New York
Agricultural & Technical College
Morrisville, New York 13408

Unit Offering Program or Activities

Office of Institutional Research

Types of Programs or Activities Offered

Resume-writing workshops
Role-playing
Activities for management personnel
Activities relating to multiple roles
Time management activities
Counseling (occupational, personal, individual, group, career planning/development

TEXAS STATE TECHNICAL INSTITUTE— ROLLING PLAINS CAMPUS

Contact Person

J. H. Williams
Director
Special Projects

Address

Special Projects
Texas State Technical Institute—
Rolling Plains Campus
Route 3
Sweetwater, Texas 79556

Types of Programs or Activities Offered

Career planning seminars
Activities for management personnel
Resume-writing workshops
Role-playing
Management training activities

THE UNIVERSITY OF AKRON

Contact Person

A. E. Misko
Director
Office of Career Planning

Life-Span Activities:
Kathryn Vegso
Assistant to Vice President and
Dean of Student Services

Address

Office of Career Planning
The University of Akron
Akron, Ohio 44304

Unit Offering Program or Activities

Office of Career Planning

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to various roles
Time management
Resume-writing workshops
Role-playing
Management training activities
Workshops
Life-span planning activities
Counseling (personal, individual, group, career planning/development)
Special course: "Woman's Place in Management" (provides information on occupations and colleges)

Sex of Participants

Male and female

Program Goals and Objectives

To assist individuals in career development
To provide means for developing full potential

UNIVERSITY OF NEBRASKA SCHOOL OF TECHNICAL AGRICULTURE

Address

University of Nebraska School of
Technical Agriculture
Curtis, Nebraska 69025

Types of Programs or Activities Offered

Career planning seminars
Activities for management personnel
Self-assertiveness training
Activities relating to multiple roles
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, individual, group, career planning/development)
Career counseling workshops
Certification for technical advancement

Sex of Participants

Male and female

VALENCIA COMMUNITY COLLEGE

Contact Person

Bea Ettinger
Director
Center for Continuing Education for Women

Address

Center for Continuing Education for Women
Valencia Community College
1 West Church Street
Orlando, Florida 32802

Unit Offering Program or Activities

Center for Continuing Education for Women
(Center was established through cooperation between Valencia Community College and the Council for Continuing Education for Women)

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Management training activities
Workshops
Counseling (personal, individual, group, career planning/development)
Referral service
Displaced homemaker program (CETA-funded)
Testing
Decision-making (personal, career, education)
Women in Management Seminar:
- Leadership skills
- Decision-making
- Group interaction
- Organization and planning
- Oral presentation
- Written communication
- Delegation
- Interview techniques

Length of Time Program in Operation

The Council for Continuing Education for Women established a program in 1967

The Center for Continuing Education for Women began in 1973

Sex of Participants

Male and female

Program Goals and Objectives

To assist women in making personal, career, and educational decisions

To encourage women to continue their education at all levels, enter-reenter the work world, investigate careers, clarify roles and goals, look at options

Planning Methods

The council works with an advisory board of women who represent women's clubs and organizations.

The employment advisory committee is consulted to keep up with needs of business and industry for client job referral.

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT NO. 17

Contact Person

Shirley A. Michaelsen
District Coordinator
Women's Programs

Address

Women's Programs
c/o Spokane Falls Community College
The Lodge
West 3410 Ft. George Wright Drive
Spokane, Washington 99204

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing
Personal assessment for career planning
Paraprofessional career counseling by telephone
Special associate degree program for mature women (participants earn ten credits a quarter for a two-day class per week in business or liberal arts)
Informational unit for assistance in determining vocational options

Sex of Participants

Female

WEST VALLEY COLLEGE

Address

West Valley College
14000 Fruitvale Avenue
Saratoga, California 95070

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities for management personnel
Activities relating to multiple roles
Time management activities
Resume-writing workshops
Role-playing
Management training activities
Counseling (occupational, personal, individual, group, career planning/development)
Comprehensive Career Center:
- Career counseling
- Student placement
- Occupational and international work experience
- Departments
- Career resource library
- Work/study program

Sex of Participants

Male and female

Program Goals and Objectives

Career studies—To serve students in need of determining the move to next track best suited for their personal interests and abilities
Career counseling—To help students learn about self and work

Planning Methods

The Center is directed by a single individual who chairs an internal college career center steering committee. The steering committee meets with the career education advisory council, which is comprised of business leaders in the area.

WISCONSIN INDIANHEAD TECHNICAL INSTITUTE—NEW RICHMOND BRANCH

Contact Person

Sherri Johnson
Career Development Instructor

Address

Wisconsin Indianhead Technical Institute—New Richmond Branch
1019 South Knowles
New Richmond, Wisconsin 54017

Types of Programs or Activities Offered

Career planning seminars
Activities relating to multiple roles
Time management
Resume-writing workshops
Role-playing (job interview sessions)
Counseling (individual, group, career planning/development, occupational)
Workshops for women reentering the job market

WISCONSIN INDIAN HEAD TECHNICAL INSTITUTE—RICE LAKE CAMPUS

Address

Career Assistance Center
Wisconsin Indian Head Technical Institute—Rice Lake Campus
1900 College Drive
Rice Lake, Wisconsin 54868

Types of Programs or Activities Offered

Career planning seminars
Activities for management personnel
Resume-writing workshops
Role-playing
Counseling (occupational, personal, individual, group, career planning/development)
Career Assistance Center:
- Vocational counseling
- Interest and aptitude assessment
- Job survival skills
- Audiovisual career information lab

Program Goals and Objectives

The emphasis of the Center is to aid the individual in any or all of the following areas:

Occupational choice
Educational program selection
Employment search preparation
Short-term educational goals and progress evaluation

WORTHINGTON COMMUNITY COLLEGE

Contact Person

Paul Kegel
Dean of Students

Address

Worthington Community College
Worthington, Minnesota 56187

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Workshops
Women's career conferences
Counseling (occupational, personal, individual, group, career planning/development)
Special conference: "Changing Horizons—Careers for Women at All Ages"

Sex of Participants

Female

Program Goals and Objectives

"Changing Horizons" conference—To help women identify the choices they face, explore the options available to them, and learn how to make satisfying decisions concerning their future

Planning Methods

Coordinating unit not present

Goals and objectives established by participants and staff

Responsibility for coordination of activities not under single individual

YAVAPAI COLLEGE

Contact Person

Dean of Continuing Education

Address

Continuing Education
Yavapai College
1100 East Sheldon
Prescott, Arizona 86301

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars
Self-assertiveness training
Activities relating to multiple roles
Time management
Resume-writing workshops
Comprehensive women's studies program to be implemented next year under Title I HEA grant
Counseling (occupational, personal, individual, group, career planning)

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